

ISO 9001:2015 Internal Auditor – 2 days

AGENDA

Day 1

8.00 am Welcome and Introductions

Module 1: Quality Management Systems

Activity 1 – Benefits of Improving a Quality Management System

Module 2: Audit Fundamentals

Activity 2: ISO 19011 Terms and Definitions

10.00 am Break

10.15 am **Module 3: Managing an Audit Program**

Activity 3 – Considering Risk

Activity 4 – Audit Program Development

12.30 pm Lunch

1.15 pm **Module 3 continued**

Activity 5 – Audit Objective and Scope Statement

Module 4: Audit Planning and Preparation

Activity 6 – Prepare Audit Plan

2.45 pm Break

3.00 pm **Module 4 continued**

Activity 7 – Prepare Work Documents

Day 1 Knowledge Check

5.00 pm End of Day Review and Close

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Day 2

- 8.00 am Review of Day 1
- Module 5: Conducting Audit Activities**
 Activity 8 – Opening Meeting
 Activity 9 - Interviewing
- 10.00 am Break
- 10.15 am **Module 5 continued**
 Activity 10 – Writing Nonconformity Statements
- 12 noon Lunch
- 12.45 pm **Module 5 continued**
 Activity 11 – Closing Meeting
- 2.45 pm Break
- 3.00 pm **Module 6: Preparing and Distributing the Audit Report**
 Activity 12 – Audit Report
- Module 7: Completing Audit and Conducting Audit Follow Up**
 Activity 13 – Corrective Action
- Day 2 Knowledge Check
- 5.00 pm Course Review and Close